

FAX MAIL CERTIFY T or N

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FRONT OFFICE

REQUESTER, PLEASE DO NOT WRITE ABOVE THIS LINE

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION - CENTRAL PLAINS REGION - LEE'S SUMMIT

CIVIL OR CRIMINAL BY FAX/MAIL/COURIER

The National Archives and Records Administration in Lee's Summit, MO, accepts requests for photocopies of civil or criminal case files. You may request copies of the entire contents of the case file, a package of commonly requested documents (from criminal case files only), or documents that you select from either civil or criminal case files. Payment must accompany your request.

Step 1: FOR EACH CASE, obtain the following information from the Court where the case was filed and closed.
PLEASE USE ONLY ONE FORM PER CASE. This form may be photocopied.

ACCESSION NUMBER: 021- _____ - _____

NARA LOCATION NUMBERS: Row _____ Unit _____ Shelf _____ Position _____

AGENCY BOX NUMBER: _____

CASE FILE NUMBER: _____ CASE FILE NAME: _____

CITY AND STATE WHERE COURT IS LOCATED: _____

Step 2: The following options are available:

All options, **except copies returned via fax**, can be certified for an additional fee of \$6. This provides you with an attached form stating that all reproductions are a true and correct copy of documents in our custody. It does not mean that photocopies are sent by certified mail.

☐ Please check this box if you are requesting **CERTIFICATION**. Cost: \$6.00, in addition to copy fee.

☐ ENTIRE CASE - COST \$35 (Uncertified). All documents of the case file will be copied.
You will be notified and given further options if your request exceeds 70 pages.

☐ CRIMINAL PACKAGE - containing commonly requested documents in **CRIMINAL** (not Civil) case files.

➤ The Judgment and Sentence or Probation/Commitment Order

➤ Charging Documents (the Indictment, Rule 20, or Information Document)

If you choose the PACKAGE, you will receive copies of these documents, and a list of any which are not in the case. All questions concerning the contents of a particular file should be directed to the appropriate Court. **NOTE: This option is NOT available for Civil cases. The PACKAGE option is for CRIMINAL cases only.**

☐ CIVIL SPECIFIC DOCUMENTS - COST \$35 (Uncertified). A copy of the DOCKET SHEET obtained from the Court which indicates the case-file name, number, and the date and title of the specific documents to be copied must be included with this request form. Circle the documents that are to be copied. All questions concerning file contents should be directed to the appropriate District Court. You will be notified and given further options if your request exceed **70 pages**.

☐ DOCKET SHEET - COST \$10. If the docket sheet is stored at our facility, obtain the Step 1 information for the DOCKET SHEET from the Court. We will fax or mail the docket sheet to you, so you can mark the documents you need and send it with your request for SPECIFIC DOCUMENTS (see above).

CASE NUMBER: _____

Step 3: **PRINT** your name and telephone number.

NAME (required): _____

DAYTIME PHONE NUMBER (required) (_____) _____ (very important)

CHOOSE ONE: (mail OR fax)

☐ **MAIL** DOCUMENTS TO:

NAME / BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

☐ **FAX** DOCUMENTS TO: **FAX NUMBER** (_____) _____

NAME OF BUSINESS NAME: _____ ATTENTION: _____

To pay by credit card, please complete the following:

TYPE OF CREDIT CARD: _____ VISA _____ MASTERCARD _____ NOVUS _____ AMERICAN EXPRESS

ACCOUNT NUMBER _____

Step 4: REQUESTER, PLEASE SUBMIT YOUR REQUEST by:

FAXING form to: **816-478-7623** or

MAILING form to:

National Archives and Records Administration
Central Plains Region
200 Space Center Drive
Lee's Summit, MO 64064

The Central Plains Region - Lee's Summit facility will service faxed requests, requests delivered by the U.S. Postal Service or common courier for photocopies of case files. **WE DO NOT TAKE TELEPHONE REQUESTS**. Orders sent via FAX must be paid by credit card. Orders sent via USPS or common courier must be paid by check, money order, or credit card. Checks and money orders must be made payable to NATIONAL ARCHIVES TRUST FUND. We do not send confirmation that your request was received. However, we normally process requests AFTER three workdays of receipt. Telephone calls inquiring about the status of your request interrupt the technician working on your request and will only delay the process.

YOUR REQUEST WILL BE RETURNED UNSERVICEABLE IF:

- The information supplied in Step 1 is incorrect or incomplete.
- The name on the case file does not match the name on the case number requested.
- Your credit card is not approved, or your check/money order is for less than your order would cost.
- A copy of the DOCKET SHEET for specific documents is not included OR if requested items are not clearly marked.

CIVIL / CRIMINAL

REV. NOV 2000